

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1222

TITLE: PERSONNEL ANALYST II

GRADE: S-24

DEFINITION:

Under general supervision, performs professional tasks as a functional expert in an area of HR. Serves as a member of a consulting team.

DISTINGUISHING CHARACTERISTICS:

This is the full-performance level of this series. It is distinguished from the Personnel Analyst I class by the performance of the full range of duties for the assigned functional area, often with limited guidance from higher-level professionals. By contrast, a Personnel Analyst I employee performs a more limited range of duties with direct supervision of a higher-level professional.

ILLUSTRATIVE DUTIES:

General

Responds to customer needs of average difficulty, applying standard practices and regulations;
Develops and maintains effective working relationships with customers;
Researches, assesses, and analyzes situations;
Develops options and strategies to resolve issues, problems, and complaints;
Manages assigned special projects and programs;
Answers questions as knowledgeable resource in one or more functional area;
Recognizing the implications of proposed changes, identifies and collaborates with appropriate individuals and groups to develop and implement the changes.

Employment

Assists and/or leads recruitment for specific County agencies and/or functional areas (such as Public Safety, Information Technology, etc.) and for executive level positions;
Assists in the division's response to complaints/grievances from the public, employees, and state/County/federal agencies;
Assists with the County's employment testing program.

Awards

Consults with agencies in establishing, modifying, and administering awards programs;
organizes appropriate ceremonies and coordinates with County officials for presentations at ceremonies;
Consults, facilitates, and coordinates awards selection meetings of citizen and employee committees;
Coordinates and manages processes for employee election;
Works with vendors to identify appropriate award items, drafts bid specifications, and monitors

contracts.

Benefits

Conducts benefit seminars, open enrollment meetings, and new employee orientations;
Assists employees seeking complex information and guidance on the plans and options available;
Understands benefit law and regulations; expeditiously acts on action plan assignments;
Investigates and resolves disputes, problems, and issues between employees and benefit plans.

Classification

Under the leadership of a senior classifier, aids County managers in creatively solving difficult problems in the areas of classification, compensation, staffing, organizational development, etc;
Conducts classification and/or compensation studies of average difficulty, and participates in more complex reviews under the leadership of a senior classifier;
Drafts class specifications for new or revised classes, coordinating changes with affected parties;
Provides training to employees/supervisors in such areas as writing position descriptions and understanding the position control and classification processes.

Personnel and Payroll

Performs or assists in technical, fiscal, regulatory, and organizational work requiring planning, analysis, data gathering and interpretation; written and oral reports;
Responsible for specific tasks and/or projects in payroll accounting, personnel actions, time and attendance, records management and automated systems including: implementing policies and procedures; providing technical expertise; customer support and service;
Serves as a team member and may oversee the work of others;
Presents or assists in presenting training for staff and customers.

Compensation/Performance Management

Assists in the conduct of annual market pay and benefits studies;
Responds to compensation and performance management related questions from employees and managers;
Trains employees and managers in the use of the County's performance evaluation process.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of human resources administration and management principles and practices as they apply to various functional areas;
Knowledge of group/team dynamics;
Knowledge of Federal, State, and County laws, regulations, and ordinances pertaining to human resources programs and management.
Skill in the use of computer hardware and software;
Ability to establish and maintain effective relationships with applicants, employees, County officials and/or citizen groups;

CLASS CODE: 1222

TITLE: PERSONNEL ANALYST II

GRADE: S-24

Page 3

Ability to gather, analyze and present data;

Ability to speak and write effectively;

Ability to work as a team member.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

Graduation from an accredited four year college or university with a bachelor's degree in personnel administration, public administration, or a related field plus

Two years of professional level human resources experience.

REVISED:

June 9, 1999